



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$4,488 - \$5,618

**ENFORCEMENT BRANCH HEADQUARTERS
SACRAMENTO**

The Enforcement Branch is seeking an individual who desires the challenge of working in a fast-paced, diverse organization. The incumbent will be responsible for the reconciliation, projection, and maintenance of the Enforcement Branch support budget. This position is a liaison to the Department of Insurance Budget, Accounting, and Business Management offices. ***Fingerprinting and background check are required. Free Parking! Close to Light Rail!***

RESPONSIBILITIES: Under the supervision of the Staff Services Manager I, this position is responsible for the following: organize, implement and evaluate the fiscal management activities of the Enforcement Branch. Review, analyze and evaluate Enforcement Branch funding, monthly reports, expenditures, and encumbrances for salary, staff benefits, salary savings and operating expenses and equipment. Responsible for monitoring budget allotments; monitoring expenditures; and advising management of fiscal trends and changes affecting the integrity of the program; and recommend control mechanisms and alternatives to program and division management. Prepare monthly and quarterly review reports detailing program expenditures, encumbrances, and fiscal year projections for 17 Regional Offices within the Enforcement Branch. Prepare budget change proposals and finance letters as necessary to justify program budgetary increases or decreases. Develop budgets, annual service agreements/contracts, and assists program staff in developing work plans. Monitor the budget for each service agreement and completes amendments as necessary. Develop contracts for the Enforcement Branch and assist technical staff in developing a scope of work and line item budgets. Resolve problems with administrative and/or fiscal aspects of contracts. Review and prepare contracts, invoices, and other budget related documents based on review of budgetary reports and/or spreadsheets. Maintain records to track budget and expenditures for each contract. Work with the Department of Insurance Accounting, Business Management and Budget staff on contract and fiscal management issues.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience in reviewing, analyzing, and evaluating program funding and expenditures;
- Provide accurate information and make recommendations relating to budget information, projections, salary savings, and operating expenses and equipment;
- Strong analytical, oral/written communication skills and good interpersonal skills;

3/5/2015 JS

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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- Demonstrated experience in performing and completing complex analytical assignments;
- Ability to work with extreme independence under general supervision;
- Ability to work with staff in the development of Budget Change Proposals;
- Ability to train Fraud Division staff on budget/fiscal issues;
- Proficiency in utilizing Microsoft applications such as Word, Excel, Access, and Outlook.

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a Statement of Qualifications in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

WHO MAY APPLY: Applications will be accepted from current State employees at the Associate Governmental Program Analyst level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (include copy of college degree and/or transcripts if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), Statement of Qualifications, a Criminal Record Supplemental Questionnaire, and proof of meeting the minimum qualifications of the classification to Jillian Smith, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814.

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Failure to include a completed Criminal Record Supplemental Questionnaire with your application may eliminate you from being considered for the position. The criminal supplemental questionnaire may be accessed through the CalHR jobs Web site:
<http://jobs.ca.gov/pdf/crsq.pdf>.

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "ASSOCIATE GOVERNMENTAL PROGRAM ANALYST, PSN # 413-189-5393-003" ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Jillian Smith at (916) 492-3310.

FINAL FILING DATE: Thursday March 19, 2015 by 5 p.m., Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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